

RURAL MUNICIPALITY OF CLAYTON NO. 333

Employment Opportunity **Office Assistant**

The Rural Municipality of Clayton No. 333, located in Hyas, SK, invites applications for an Office Assistant.

The successful candidate will provide administrative and general office support. Applicants should have various types of experience as an office assistant and should possess excellent interpersonal, communication and organizational skills. Preference will be given to a candidate who possesses the following:

- Education: Grade 12, Local Government Authority Certificate or Office Education Certificate
- Excellent interpersonal communication skills
- Able to work both independently and in a team environment
- Ability to take initiative, prioritize and multitask
- Attention to detail
- Flexible, team player that is client service focused
- Proficient in Microsoft Office Programs
- MuniSoft experience is an asset

The Municipality offers a competitive wage based on qualifications and experience. The position begins with a 4-day training week (Mon - Thurs). Upon completion of probation, regular hours will be determined which may include full-time employment and a benefits package. Please submit your cover letter, resume with current references to the Municipal Office. Applications will be accepted until a suitable candidate is found. Only those selected for an interview will be contacted.

Rural Municipality of Clayton No. 333

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